1. Navigate to the **EHR** module.

2. Select the **Labs** tab.

3. Click the **Add New** icon to add a lab.

4. The **Add Lab Order** dialog will appear.

   Click the ellipsis button next to **Procedure** to open the **Planned/In Process Treatments** box.
5. Highlight the desired treatment and click the Select button

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Site</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/13/2009</td>
<td>E1275</td>
<td>23</td>
<td>Crown - FPD high noble metal</td>
</tr>
<tr>
<td>08/28/2009</td>
<td>E1275</td>
<td>23</td>
<td>Crown - FPD high noble metal</td>
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<tr>
<td>02/22/2010</td>
<td>E2790</td>
<td>11</td>
<td>Crown - FPD high noble metal</td>
</tr>
<tr>
<td>03/31/2010</td>
<td>E1510</td>
<td>11</td>
<td>Space maint. fixed-uni</td>
</tr>
</tbody>
</table>
```

6. The Add Lab Order dialog box will reappear, with procedure listed. Click OK.

**Note:** If the Lab Procedure does not automatically get pulled into the bottom left Lab Proc field, the correct lab procedure code was not treatment planned (ex: L1234.)
7. The **Lab Order Details** dialog box will appear.

Complete the information required. Be sure to include all relevant information in the **Details** field. For example, for crowns, you must include shade, margin type, occlusal design, etc.

8. Click the **Add** button under **Supplements** to open the **Supplements** window.

![Lab Order Details dialog box with supplements window open](image.png)
9. In the **Select Supplement Codes** box, highlight the supplements to be added to the order in the **Supplement Codes** box and click the right arrow to move them to the **Selected Supplements** box. (Deselect Selected Supplements by highlighting them and clicking the left arrow, to move them back to the Supplement Codes box.)

10. When complete, click the **Close** button

11. The lab order will automatically be sent to Lab Services. You will receive a notification in the personal planner once the order has been accepted and is ready for delivery.